

March 24th 2020

Dear Team,

As you know, Trodat USA is operating as an essential business in three states currently under “shelter in place” orders. We anticipate Mississippi could soon be the fourth.

As recommended by the states, all employees commuting to our facilities should carry proof of their employment at Trodat USA. We will provide these documents to those currently allowed in our facilities by end of day on 3/24.

Please carry these documents with you when commuting to and from work.

New Jersey also recommends using a dashboard sign in your car. We will provide this sign to the New Jersey team.

If you do not receive anything by the end of 3/24 it means you are still required to work from home until otherwise told by your manager.

Thanks to Chris Boyle for organizing these personalized documents!

Be safe, be smart, stay positive!

Dave